



CITY OF EUREKA
DEVELOPMENT SERVICES DEPARTMENT
Community Development Division
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Historic Preservation

Alteration or Demolition

Overview

The Eureka City Council, recognizing the extraordinary historic resources existing within the City of Eureka, established the Historic Preservation Commission. The Historic Preservation Commission has adopted a list of locally, regionally, and/or nationally significant properties and districts called the “Local Register of Historic Places”.

The City Council has granted authority to the Historic Preservation Commission to review applications for additions, alteration, new construction, or demolition of all or part of any structure, or landscape element (such as historic walls and trees designated in the Historic Preservation Application) which is located on a property listed on the Local Register of Historic Places. In addition, the Historic Preservation Commission has the authority to review and make decisions for all requests from property owners to have property placed on, or removed from, the Local Register of Historic Places.

How to Apply

Historic Preservation applications are available at the Community Development Department, 3rd floor, City Hall, or on the Department’s website at www.ci.eureka.ca.gov. Staff can assist you with the materials needed for a complete application packet. Once you have put together a complete application packet, return the application packet along with the application fee to the Department for processing.

The Process

Step 1: Application Acceptance, Department Review

Once your application has been submitted and fees collected, Staff will perform a preliminary review of the application to determine if the application is complete. Should your application be found incomplete, you or your agent, if you have designated one, will be contacted and advised what items must be submitted before processing can continue. You will have 120 days from the date of the contact (e.g. letter, telephone call, e-mail) to submit the requested material, or the review of your project will expire unless an extension is granted prior to the expiration. Once expired, a new, complete application, including all supplemental material and a full fee is required to re-initiate the review process.

Step 2: Environmental Review

When the referral process is complete, the assigned planner will review the project in accordance with the California Environmental Quality Act (CEQA) to determine if the project is statutorily or categorically exempt from CEQA, or if further environmental review is required. If the project is exempt from CEQA, then Step 2 is complete. If the project is not exempt from CEQA, then the required environmental document must be prepared and circulated for agency and public comment.

Step 3: Staff Review and Reporting

Staff will prepare a written report that discusses the legal findings and presents staff's recommendations. The findings will determine whether the proposed project is consistent with the Secretary of the Interior's Standards for the Treatment of Historical properties. A copy of the staff report will be sent to you.

Step 4: Public Notice and Hearing

The Historic Preservation Commission has the authority to approve, approve with conditions or deny your application after holding a public hearing on the application. A Notice of the Public Hearing will be published in the Times Standard and will be sent to all property owners and tenants within 300 feet of your property. The notice, which must be published and mailed at least 10 calendar days prior to the hearing will state the date, time, and place for the public hearing. In addition, you will be asked to post on your property a sign, that we will provide to you, stating the date and time of the public hearing. You and/or your agent are encouraged to attend the Public Hearing. At the public hearing, any person may present verbal and/or written testimony for or against the project. The Historic Preservation Commission will take into account the whole record, including all of the public testimony before making their decision.

Step 5: Appeals

You as the owner, or any other person, can appeal decisions of the Historic Preservation Commission to the City Council; the appeal must be filed with the City Clerk within 10 calendar days of the Historic Preservation Commission's decision. Appeals must be submitted in writing on forms provided by the City Clerk and be accompanied by the required fees.

Other Permits and Reviews

In addition to completing the Historic Preservation review process, you may be required to obtain additional permits or reviews prior to proceeding with your project, such as Design Review, Building permits, and/or Encroachment permits. Community Development Department Staff can discuss with you what additional permits or reviews may or will be required.

How to Get Help

Call, e-mail or visit the Community Development Department; we are available to discuss your project with you. You may also wish to hire a consultant, such as an architect, engineer, land surveyor, or professional planner to assist you; a listing of qualified professionals is available in the yellow pages of the phone directory.